

Consular Report of Birth Abroad Checklist

Welcome to the American Citizens Services Unit in the Consular Section of the United States Embassy in Santo Domingo. We are pleased to assist you in applying for a Consular Report of Birth Abroad for your child,

Please read the following instructions carefully. You will not be able to proceed to the next step of this often-complicated process unless you provide each document or other type of evidence that is requested. Please be advised that the Consular Officer who handles your case may ask for additional information at any time during the process; however, you can facilitate your experience by being thorough and organized and by following all instructions carefully.

The following items are required to open a case and schedule your first interview:

- The child's original and one photocopy of Dominican birth certificate; this document must be *legalized and in extensa* (See page 2).
- Each adult who is present at the interview must show a current, valid, government-issued, photo id (passport, driver's license, LPR card, Dominican cedula, etc.).
- Photocopies of the parents' official marriage certificate if applicable; must be *legalized* if they married in the Dominican Republic.
- Photocopies of evidence of termination of ALL previous marriages – official divorce and/or death certificates.
- 3 Photocopies of one or both parents' proof of U.S. citizenship - passport, citizenship certificate, or naturalization certificate.
- A completed *but unsigned* Application for Consular Report of Birth Abroad (DS-2029).
- A completed Affidavit of Parentage and Physical Presence (form included in the application packet –see page 2) – **Do not sign this form if the U.S. citizen parent will attend the first interview.** Otherwise, the U.S. citizen parent should have his/her signature notarized on this form prior to the first interview. Use caution and be thorough in completing this form. *Every date of travel for the U.S. citizen parent throughout his or her lifetime must be noted on this affidavit in order to schedule your first interview.*
- U.S.\$147 cash, or the equivalent in RD\$, for the Consular Report of Birth Abroad and passport application fees (see page 2).

The following items are required at the first interview:

- The child and both parents must be present at the first interview.
- Current and previous travel documents for both parents (old passports or birth certificates, if used for travel).
- Original marriage certificate and evidence of termination of all previous marriages, if applicable.
- Original proof of parent's U.S. citizenship – passport, citizenship, or naturalization certificate.
- Original proof of the mother's pregnancy (medical records from the pregnancy and birth, including sonograms if available, photographs of the mother during the pregnancy and with the child after the birth. Photos in the hospital are helpful.)
- Evidence of the relationship of the parents before and after the birth of the child – family photos, remittance receipts, ticket stubs, joint bank accounts, personal letters, etc.
- Photographs of the father with the child from the time of birth through the present and/or other evidence that demonstrates the relationship between the father and child.
- Current, valid, government-issued, photo id (passport, driver's license, voter's card, LPR card, Dominican cedula, etc.) of both parents and any other adult(s) present at the interview.
- Documentary evidence of physical presence of the U.S. citizen parent(s) in U.S. territory. *All evidence should be dated prior to the child's date of birth.* Acceptable evidence includes, but is not limited to official school transcripts (not diplomas), tax returns, Social Security records, military records, medical records, leases, pay stubs, receipts and monthly utility account statements. Letters are generally not acceptable. Bring as much evidence as possible since we cannot rely on only one type of document. Please see page 2 for more information about the physical presence requirement.

For information about the Consular Report of Birth Abroad process or to schedule an appointment, visit the American Citizens Services office of the Consular Section on Tuesdays or Thursdays, 7:30 – 9:30 a.m.

You may be asked to schedule a new appointment if you do not bring all of the requested documentation.

Consular Report of Birth Abroad

Physical Presence Requirements

The amount of physical presence required for transmission of citizenship depends on many factors. The following are the most common categories:

If the American Citizen Parent(s) are:

- Both U.S. Citizens
- U.S. Citizen father or married U.S. Citizen mother (child born on or after 11/14/86)
- U.S. Citizen father or married U.S. Citizen mother (child born after 11/14/71 and before 11/14/86)
- Unmarried U.S. Citizen mother

Then the Physical Presence Requirement is:

- Residence in the U.S. at any time by both parents
- 5 years total, 2 years after the age of 14
- 10 years total, 5 years after the age of 14
- 12 months continuous physical presence

Dominican Civil Documents

In the Dominican Republic, birth, marriage, divorce, and death records are obtained from the local registry office (Oficialía Estado Civil) closest to the place where the event took place. However, such documents must be brought to the central registry office (Oficina Central de Estado Civil) at the electoral commission (Junta Central Electoral) in Santo Domingo to be legalized by verifying them against the duplicate records kept there. **Only legalized Dominican civil documents, which are signed, stamped, and sealed on both sides, will be accepted for the Consular Report of Birth Abroad.**

Instructions for the Affidavit of Parentage and Physical Presence

- Begin by answering the first three (3) questions.
- Every known date of travel during the lifetime of the U.S. Citizen parent must be recorded. Begin with the parent's date of birth and continue through the present, listing all dates of travel to the U.S., the Dominican Republic, and any other foreign destination.
- List all of the dates of entry and exit exactly (month, day, year). Use your old passports or your stamped birth certificates to fill out the affidavit. If you do not have these documents, list the approximate dates of travel and indicate that these are not exact dates.
- If you need more space to list all of your travel, attach another sheet and provide the information in the same manner that is listed on the affidavit.
- On the back of the affidavit, note the names, places and dates of birth for each of your children, including the child for whom you are applying. Also list the names of the mother/father of each child.
- If the U.S. Citizen parent is not present to sign the affidavit in front of a Consular Officer, this document must be signed by that parent and notarized in the United States prior to the first appointment.

Abandoned Cases

You must return to the Consular Section to continue your case or contact us to express your continued interest within six (6) months. Otherwise, your case may be declared abandoned and closed. Contact us by mail, phone, fax, or email at: American Citizens Services Unit, Consular Section, United States Embassy, César Nicolás Penson esquina Ave. Máximo Gómez, Santo Domingo, Dominican Republic. Telephone: 809-731-4294. Fax: 809-689-6142. Email: acs.santodom@state.gov.

Fees

The fee for the Consular Report of Birth Abroad interview process is US\$65 or the equivalent in \$RD. A simultaneous application for your child's U.S. passport is strongly encouraged. The passport will be issued if the CRBA application is approved. The passport fee for a minor is US\$82 or the equivalent in \$RD. If your application is denied, US\$40 is refundable.

Please bear in mind the following:

- This process can, at times, require more than one interview.
- Although it is not required, the presence of the American citizen parent can help facilitate the process.
- We are as anxious to document a U.S. citizen child as his or her parents are. Our procedures are governed by U.S. law, and as such, documentary requirements cannot be waived.
- There is no single "magic" document that will satisfy all of the criteria for obtaining your child's citizenship documentation.
- It is your responsibility to provide the evidence we request; it is our responsibility to fairly assess the information you provide.

The Consular Officer who interviews you may request, at any time, additional or more specific evidence than what is listed here. Your assistance and cooperation with these requests will help ensure that your case is handled as quickly as is possible.